Title: Medical Aid - Additional Withholdings

Processes : Sub-Processes :

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Medical Aid - Additional Withholdings

PA30)
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Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11/22/06	Lesa Terry	Create

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Purpose

Use this procedure to update an employee's medical aid tax rate.

Trigger

Perform this procedure when a new tax rate has been created and the employee falls into the new category.

Prerequisites

 You have received notification that the employee belongs in a different medical aid category.

Menu Path

Human Resources \rightarrow Personnel Management \rightarrow Administration \rightarrow HR Master Data \rightarrow Maintain.

Transaction Code

PA30

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description			
	Example: Make an entry in all required fields. Action: Fix the problem(s) and then click (Enter) to proceed.			
Warning	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to proceed.			
Confirmation or or	Example: Save your entries. Action: Perform the required action to proceed.			

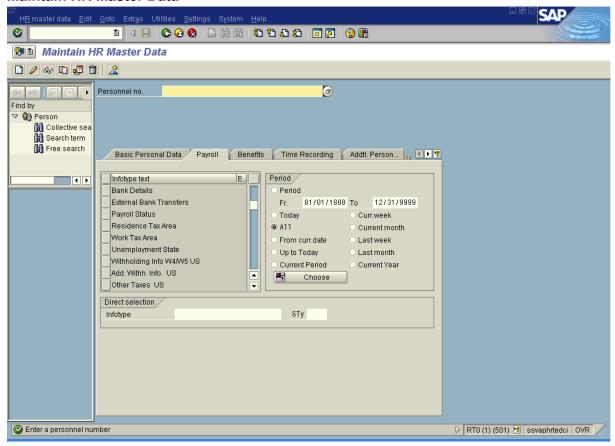
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Procedure

1. Start the transaction using the menu path or transaction code PA30.

Maintain HR Master Data



2. As required, complete/review the following fields:

Field Name	R/O/C	Description	
Personnel no.	R	The employee's unique identifying number.	
		Example: 5554	

- 3. Click (Enter) to validate the information.
- 4. On the Payroll tab, click the gray box to the left of Add. Withh. Info. US
- **5.** In the period field, click the radio button for All.

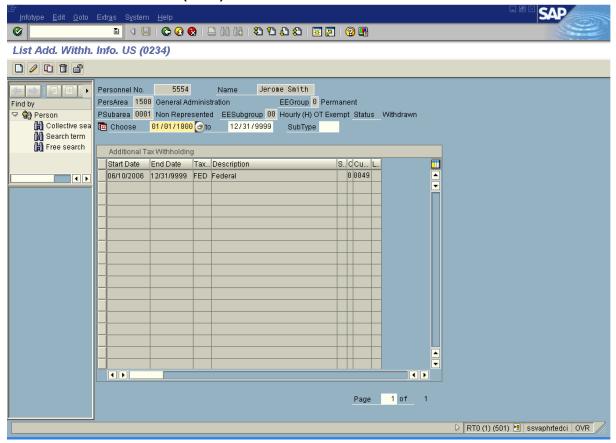
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6. Click (Overview) for an overview of all actions associated with the *Add. Withh. Info. US* infotype (0234).

List Add. Withh. Info. US (0234)



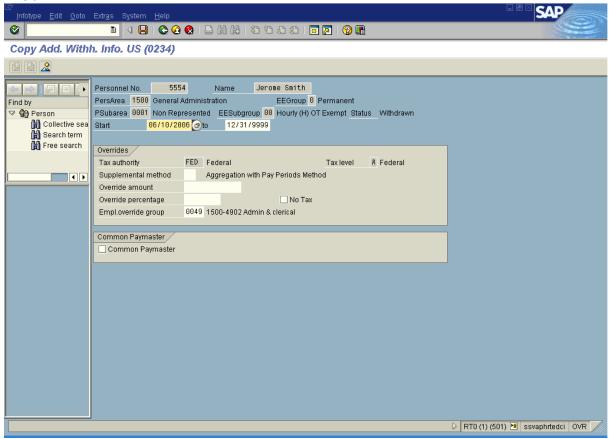
- **7.** Click the gray box to the left of the current record to select.
- 8. Click (Copy) to copy the record. The old record will be delimited the day before the new record takes effect.

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Copy Add. Withh. Info. US (0234)



9. As required, complete/review the following fields:

Field Name	R/O/C	Description	
Start	R	The start date.	
		Example: 01/10/2007	
		The date entered should be the actual check date in which the deduction should be taken. Most frequently the actual check dates (pay dates) are the 10 th and 25 th of the month. If the actual check date (pay date) falls on another date, you will need to use that date.	
Empl.override group	R	The Medical Aid Category for the position.	
		Example: 0132	

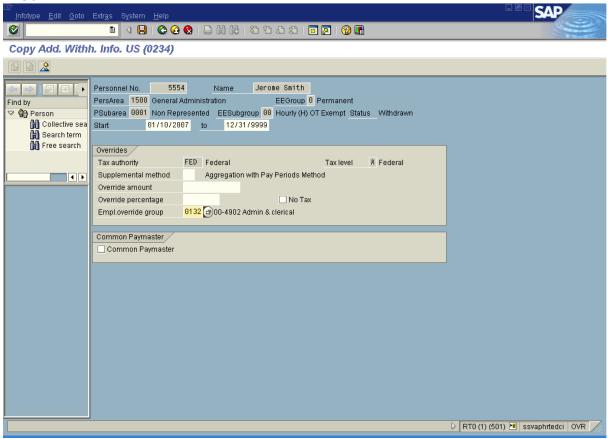
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Copy Add. Withh. Info. US (0234)



10. Click (Enter) to validate the information.



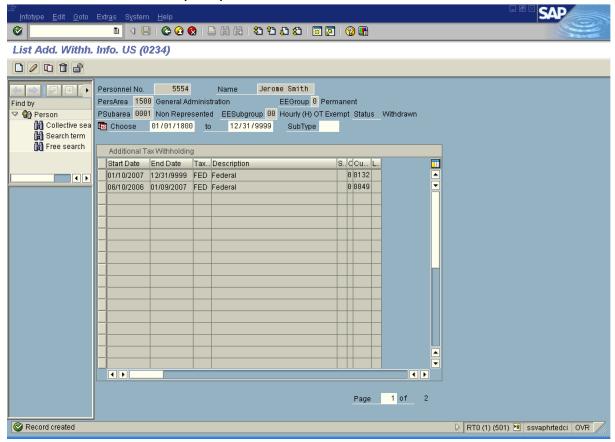
You will receive a warning message in the status bar telling you that the previous record will be delimited.

11. Click 📙 (Save) to save the record.

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List Add. Withh. Info. US (0234)





The above images display the new Medical Aid record that you have just updated with the new Start Date.

12. You have completed this transaction.

Result

You have updated the employee's medical aid category and rate.

Comments

None.

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